

DD/S&T-2556-73
25 July 1973

MEMORANDUM FOR: Executive Officer, DD/S&T
THROUGH: Chief, Administrative Support Staff
SUBJECT: Proposed Reorganization of the
Records and Registry Functions

1. The following is for your consideration and approval.

2. It is requested that the O/DD/S&T Registry Branch be reorganized to fully reflect the functions that are assigned to it. The role of Records Management and its related activities have become increasingly evident and it is for that purpose that this proposal for organizational change is submitted.

3. Due to the importance of Agency records and the significance of their related information handling or paperwork procedures to the effective, efficient, and economic operation of the Agency, the functional responsibility for Records Management is located in the executive offices of each Directorate. In our Directorate, the Executive Officer is the DD/S&T Records Management representative to the CIA Records Management Board. To support the Board members, a full-time technically and professionally qualified Records Management Officer has been designated by each Directorate.

4. The Technical Assistant to the DD/S&T Representative is the Chief of the DD/S&T Registry Branch. The heavy workload and the time needed to perform these important functions efficiently, have created an unsuitable condition. With the additions of NPIC and OTS to our Directorate this situation has become more noticeable.

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5. I would like to propose that there be established an office called -- DD/S&T Records Management Branch -- and the undersigned be designated its Chief. This Branch will be responsible for 3 separate functions: Records, Registry, and Microfilm and Reproduction Equipment Systems and Programs. For the time being, the records and microfilm/reproduction equipment and systems functions can be the immediate responsibility of the Chief, Records Management Branch. The operation of the Registry Section is a full-time job and should be assigned to another individual. This individual would be responsible to the Chief, Records Management Branch in ensuring the effective day to day operation of the Registry.

6. If this proposal is accepted, it is recommended that a position survey be initiated to evaluate the proposed positions of Chief, Registry Section and Chief, Records Management Branch for upgrading. The duties of these positions are commensurate with like functions and responsibilities being performed in other Directorates at the same echelon.

7. At your convenience, I would be most happy to discuss this proposal with you in detail. Attached, for your information, is an organization chart reflecting the proposed changes and job description reflecting some of the duties of the undersigned.



STATINT


Technical Assistant
to the
DD/S&T Records Management Officer

Attachment:
As Stated

Distribution:

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1 - C/AS/DD/S&T
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